

FIG. 1

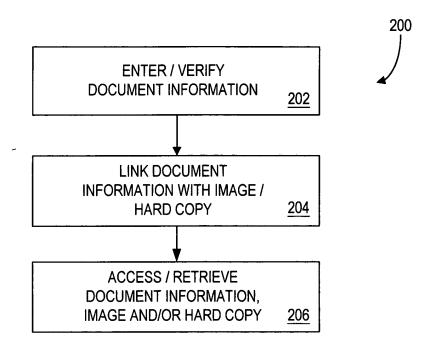


FIG. 2

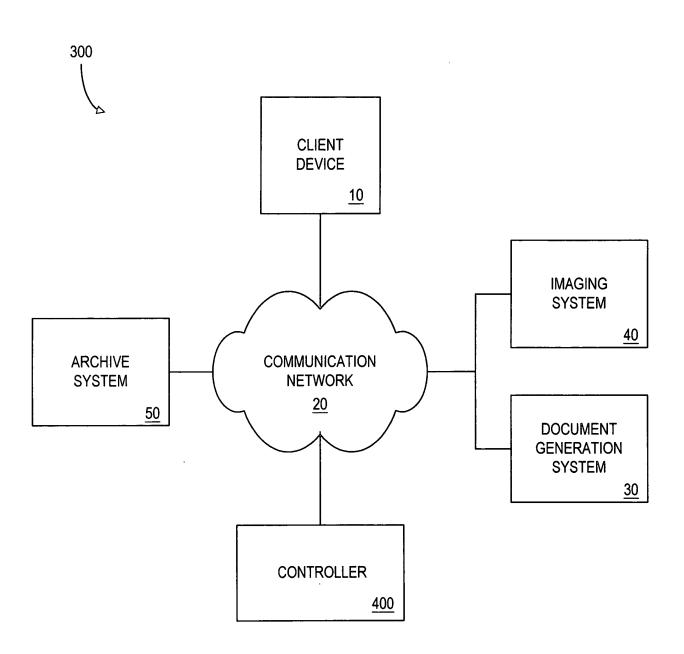


FIG. 3

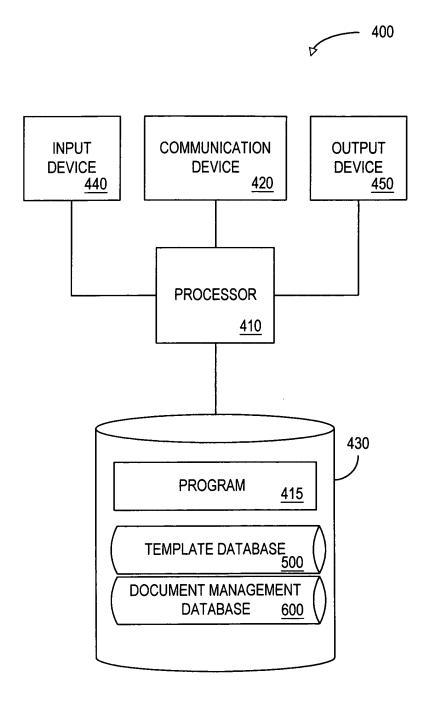


FIG. 4



TEMPLATE IDENTIFIER	COLLECTION	FILENAME
<u>502</u>	<u>504</u>	<u>506</u>
T001	DEFAULT	T001.HTML
T002	CONTRACTS - CONFIDENTIALITY	T002.HTML
T003	CONTRACTS - SOFTWARE AGREEMENTS	T003.WD
T004	CONTRACTS - EMPLOYMENT AGREEMENTS	T004.HTML

FIG. 5

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RECORD IDENTIFIER <u>602</u>	COLLECTION NAME <u>604</u>	FILE NAME <u>606</u>	PRIMARY SUBCATEGORY <u>608</u>	SECONDARY SUBCATEGORY <u>610</u>	
D0001	CONTRACTS - VENDOR	BETA TEST	MICROSOFT CORPORATION	EXECUTED TEST AGREEMENT	
D0002	CONRACTS - VENDOR	CLIENT ACCESS	MICROSOFT CORPORATION	EX. CLIENT ACCESS AGMT	
D0003	CONTRACTS - CONFIDENTIALITY	SMALL CO.	CONFIDENTIALITY AGREEMENT	EXECUTED AGREEMENT	
D0004	CONTRACTS - CONFIDENTIALITY	LARGE CO.	CONFIDENTIALITY AGREEMENT	EXECUTED AGREEMENT	
D0005	CONTRACTS - EMPLOYEE	JOHN DOE	EMPLOYMENT AGREEMENT	UNSIGNED AGREEMENT	

LOCATION CREATION ARCHIVE TERTIARY MEDIA SUBCATEGORY INFORMATION TYPE INFORMATION INFORMATION 612 614 616 618 620 ARCHIVED; IRON JOE DOE, ESQ.; **DESTROY** DEAD **PAPER** MTN (BOX 111-111) 1/1/2008 1/1/98; NY LEGAL NY; 21 FLR, RM2101; JOE DOE, ESQ.; D0002.PDF; **DESTROY** FINANCIAL PRODUCT 5/1/01; NY LEGAL **PAPER** 5/1/2011 SHELF D0003.PDF; 2000 (12-27) SHELF 12/27/2000 D0003.DOC D0004.DOC; DESTROY LONDON; SHELF 1/1/2001 2001 **PAPER** 1/1/2011

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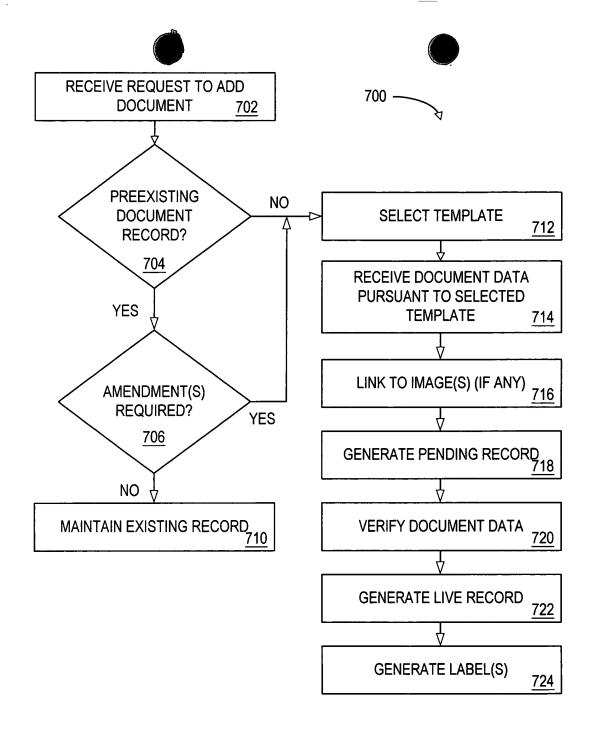


FIG. 7

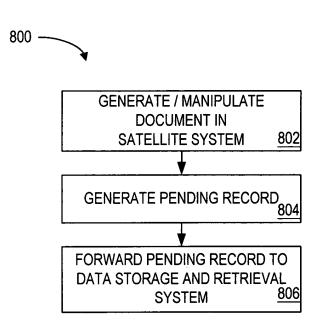


FIG. 8

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